

Meeting Minutes Transmittal

WASTE MANAGEMENT PROJECT/PNNL FACILITIES PROJECT MEETING

Project Managers Meeting
Ecology Office, Conference Room 8
Kennewick, Washington
September 26, 2001
3:00 p.m. to 3:30 p.m.

Distribution:

T. L. Aldridge	RL	K8-50
M. Anderson-Moore	Ecology	B5-18
J. V. Stangeland	PNNL	K9-26
E. L. Grohs	PNNL	P7-57
A. K. Ikenberry	PNNL	P7-79
J. D. Jacobsen	PNNL	P8-34
D. K. Lutter	PNNL	P8-34
K. A. Poston	PNNL	P7-79
F. Jamison	Ecology	B5-18
H. T. Tilden	PNNL	P7-57
G. A. Williams	RL	A5-15
RCRA Files	PHMC	N1-25

ADMINISTRATIVE RECORD (Two Copies for Record):

300 Area Projects, H-0-7
325 Hazardous Waste Treatment Units, T-3-4
305-B, S-3-2
[Care of EDMC, LMSI (H6-08)]

Please send comments/changes on distribution list to:
DK Lutter, delores.lutter@pnl.gov, (P8-34), (509) 376-5631

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Meeting Minutes Transmittal

WASTE MANAGEMENT PROJECT/PNNL FACILITIES PROJECT MEETING


Project Managers Meeting
Ecology Office, Conference Room 8
Kennewick, Washington
September 26, 2001
3:00 p.m. to 3:30 p.m.

The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated Unit Managers Meeting.

 Date: 10/19/2001
Theresa L. Aldridge, Project Manager, RL

 Date: 10/19/2001
Frederick Jamison, 300 Area Project Manager, Washington State,
Department of Ecology

Waste Management Project /PNNL Facilities Project Meeting, PNNL
Concurrence

 Date: 10/19/01
Delores K. Lutter, Contractor Representative, PNNL

Purpose: Discuss Permitting Process

Meeting Minutes are attached. The minutes are comprised of the following:

- Attachment 1 - Agenda
- Attachment 2 - Summary of Discussion and Commitments/Agreements
- Attachment 3 - Attendance List
- Attachment 4 - FY 2001 Performance Summary through August 2001
- Attachment 5 - Summary of issues concerning maintaining copies of BEP

Attachment 1

Waste Management Project/PNNL Facilities Project Meeting Ecology Office Kennewick, Washington

September 26, 2001
3:00 p.m. to 3:30 p.m.

AGENDA

1. Approval of past minutes. (Ecology/DOE-RL/PNNL)
2. Efficiency Issues (Ecology/DOE-RL) (T. Aldridge, DOE-RL)
 - Signatory for meeting minutes
3. General Discussion (Ecology/DOE-RL/PNNL)
 - 305-B & 325 HWTUs Quarterly Permit Modifications -- Training Plans (T. Aldridge/DOE-RL, E. Grohs/PNNL)
 - Class 2 Permit Modification for 325 HWTUs (T. Aldridge/DOE-RL, E. Grohs/J. Jacobsen/PNNL)
 - RLWS Status (T. Aldridge, DOE-RL)
 - Legacy Waste Status (T. Aldridge/DOE-RL, J. Bumgardner/PNNL)
4. Action Items (Ecology/DOE-RL/PNNL)

M. Anderson-Moore (Ecology) to let PNNL know if a temporary authorization will be given for the 325 HWTUs Class II modifications.

OPEN

G. Grohs will provide M. Anderson-Moore a draft letter on 305 partial closure information next week (8-31-01) before submitting the formal modification package.

CLOSED

5. Budget Status (J. Stangeland, PNNL)
6. Set Next Project Managers Meeting (Ecology/DOE-RL/PNNL)
 - October 19, 2001
 - Federal Building/Room 554
 - 8:30 - 9:00 a.m.

Proposed topics may be submitted to D. K. Lutter, e-mail delores.lutter@pnl.gov,
(Work) 376-5631, (Fax) 373-5744.

Attachment 2

Waste Management Project/PNNL Facilities Project Meeting
Ecology Office
Kennewick, Washington

September 26, 2001
3:00 p.m. to 3:30 p.m.

1. Approval of August 23, 2001 300 Area PMM Minutes

The August 23, 2001 Project Manager Meeting (PMM) minutes were approved.

2. Efficiency Issues

- Signatory for meeting minutes

F. Jamison (Ecology) reported that the project managers cannot turn over signatory approval for the PMM minutes.

3. General Discussion

- 305-B & 325 HWTUs Quarterly Permit Modifications - Training Plans

G. Grohs (PNNL) reported that the training plans for 305-B and 325 HWTUs (Chapters 8 and 8a), will be transmitted to Ecology on October 10, 2001.

- Class 2 Permit Modification for 325 HWTUs

H. Tilden (PNNL) inquired about Ecology's response to granting temporary authorization of 325 HWTUs Class 2 modifications. M. Anderson-Moore (Ecology) stated that a response would be provided by tomorrow (9/27/01), which would likely grant the temporary authorization. There was a brief discussion regarding the public review and comment period. M. Anderson-Moore indicated Ecology is considering scheduling the public comment period for the Class 2 permit modifications before June 2002 and holding it in conjunction with other permit modifications. H. Tilden noted DOE and contractor concern is that too many public comment periods might impact effective communication, and that combining some of the comment periods is a good economic approach.

M. Anderson-Moore stated that the draft letter submitted by DOE is acceptable.

- RLWS Status

T. Aldridge (DOE-RL) reported that the ALARA (As Low As Reasonably Achievable) assessment to determine the feasibility of using the LR-56 and 204-AR tanks associated with the Radioactive Liquid Waste System (RLWS) is still in review. A recommendation initially was to be provided at today's PMM, and a recommendation should be provided by the October 2001 PMM.

- Legacy Waste Status

J. Bumgardner (PNNL) All liquids and resins have been removed from inside the 604 glovebox. The minor cleanup will of plastic bags and gloves will conclude the planned actions for the 2001 fiscal year under this project.

Nine additional drums of Special Case Waste were shipped this month. Three drums remain in which the issue of lead shielding the low-level waste needs to be addressed, and one drum remains to be packaged.

The transfer of the 24 excess facilities was completed on August 30, 2001. J. Bumgardner noted that one of the primary impacts of the transfer is that two of the facilities, 3708 and 314, are listed in the Land Disposal Restriction (LDR) report on the potential mixed waste table.

The 323 tank 4, which had been emptied to the maximum extent possible, was grouted with ten yards of concrete on 9/18/01. That completes PNNL's action on the WIDS site and from this point forward it will be just periodic monitoring.

Oak Ridge has indicated it wants the eight large curium sources of curium in the 325 Building. The sources have been packaged and are ready to ship upon receipt of additional documentation from Oak Ridge. Shipment is planned within the next two months.

- H. Tilden brought up an additional topic regarding a change in building emergency procedure (BEP) postings. The laboratory has been posting the BEP at the entrance to the building, but occasionally the copy is gone, outdated or missing a page, etc. The BEP is now available to staff electronically. PNNL is proposing a revision to the posting, which includes the location of hard copies of the BEP and how the BEP would be accessed in an emergency. H. Tilden requested feedback from Ecology on the proposal. An update on this topic will be reported at the next PMM.

4. Action Items

M. Anderson-Moore (Ecology) to let PNNL know if a temporary authorization will be given for the 325 HWTUs Class II modifications. M. Anderson-Moore will provide a response by 9/27/01. This action will remain open.
OPEN

G. Grohs will provide M. Anderson-Moore a draft letter on 305 partial closure information next week (8-31-01) before submittal of the formal modification package. A draft letter was provided, closing this action item.
CLOSED

5. Budget Status

J. Stangeland (PNNL) provided a handout of the PNNL FY 2001 performance summary through August 2001. The expected authorized funds were 14.8 million, and \$13.3 million was received. The

overall cost variance is \$1 million, and the schedule variance is a negative \$665,000. The majority of the projects are within the ten percent cost and schedule variance goal. The 38 percent cost variance in program management reflects efficiencies gained in the program office, and most of this money was carried over to fund shortfalls in other projects.

6. Set Next Meeting Date

The next PMM was scheduled for October 19, 2001, at 8:30 a.m. in the Federal Building Room 554, Richland, Washington.

Proposed topics may be submitted to D.K. Lutter, e-mail delores.lutter@pnl.gov, 376-5631, 376-6663 (fax).

**Waste Management Project/PNNL Facilities Project Managers Meeting
Ecology Office
Kennewick, Washington**

Attendance List

[illegible]

Attachment 4

**Waste Management Project/PNNL Facilities Project Managers Meeting
Ecology Office, Conference Room 8
Kennewick, Washington**

**September 26, 2001
3:00 p.m. to 3:30 p.m.**

**PNNL WMOC Program
FY 2001 Performance Summary
Thru August 2001**

9/26/2001

Activity	Type	SubAcct	Expected Authorized Funds	Incremental Authorized Funds	BAC	BCWS FYTD	BCWP FYTD	ACWP FYTD	CV FYTD	CV %	SV FYTD	SV %
ST01 Reserve	OP/CE	17641D	32,527	251,577	0	0	0	0	0		0	
0-0 Reserve 8410	OP/CE	11769/19177	209,662	5,662	204,000	204,000	0	0	0		-204,000	
<i>subtotal</i>			242,189	257,239								
-ST01-3 RPL S&M	OP	22547A	4,042,064	3,251,360	4,042,064	3,595,626	3,399,700	3,132,120	267,580	8	-195,926	-5
-ST01-3 S&M Misc Facilities	OP	18698B	584,459	584,426	584,459	558,797	507,100	501,891	5,209	1	-51,697	-9
-ST01-2 Waste Operations -Current Generation	OP	31355A/ 17629C	3,783,769	2,890,277	3,783,769	3,467,210	3,209,800	2,978,122	231,678	7	-257,410	-7
-ST01-2 Waste Operations - Hazardous & Misc Waste	OP	31355A	2,018,112	1,369,880	2,018,112	1,859,407	1,724,700	1,642,228	82,472	5	-134,707	-7
-ST01-2 Waste Operations - Rad Waste & Material Transportation	OP	17629C	1,765,657	1,520,397	1,765,657	1,607,803	1,485,100	1,335,894	149,206	10	-122,703	-8
-ST01-2 Waste Operations -LR56 Shipment	OP		0	0	0	0	0	0	0	0	0	0
-ST01-2 Effluent Management	OP	19173A	2,261,072	2,530,764	2,261,072	2,053,907	1,986,000	1,904,245	81,755	4	-67,907	-3
-ST01-1 Environmental Compliance Technical Support Services	OP	26165A	1,654,848	1,481,228	1,654,848	1,493,908	1,392,100	1,370,543	21,557	2	-101,808	-7
-ST01-1 WM Operations Compliance PM	OP	19958B	1,085,542	1,030,078	1,085,542	923,500	1,009,814	624,496	385,318	38	86,314	9
-ST01-4 Waste Management - Legacy Waste	OP	28029A	1,171,605	1,288,933	1,171,605	1,109,705	1,033,200	976,891	56,309	5	-76,505	-7
WMOC Program Total			14,825,548	13,329,668	14,583,359	13,406,653	12,537,714	11,487,798	1,049,916	8	-664,939	-5

CPI (p) = 0.92
CPI (e) = 1.09
SPI (e) = 0.94
Program Completed % = 85.97%

how much one planned dollar actually costs
> 1 = under costs; < 1 = over costs
> 1 = ahead of schedule; < 1 = behind schedule

Attachment 5

**Waste Management Project/PNNL Facilities Project Managers Meeting
Ecology Office, Conference Room 8
Kennewick, Washington**

**September 26, 2001
3:00 p.m. – 3:30 p.m.**

DON'T SAY IT — *Write It!*DATE August 10, 2001TO DistributionFROM Harold Tilden01-087

In our meeting August 3, we discussed issues concerning maintaining copies of the Building Emergency Procedure (BEP) at the entrance to each PNNL facility. Maintaining a copy of the BEP at the entrance is used to meet regulatory requirements under OSHA and RCRA. In an emergency, however, it is unlikely that this hard copy would be utilized to guide the response activities. As a result, an alternative was examined that could be used to meet these requirements. The alternative crafted in the meeting consists of the following.

1. *Building Emergency Posting.* Each PNNL facility would maintain an emergency posting at its entrance. These postings would be quite similar to those currently developed and maintained for administrative facilities. Specifically, each posting would contain the following information:
 - Applicable emergency signals and responses
 - Emergency telephone numbers
 - A listing of the primary and alternate Building Emergency Directors with work telephone numbers for each. (Note: The identities of zone wardens and other members of the Building Emergency Response Organization would no longer be posted.)
 - A map of designated evacuation routes and the building staging area.

For facilities requiring a building emergency procedure (i.e. low-hazards facilities and hazardous facilities, as defined in DOE/RL 94-02 Sections 2.2.1.1.2 and 2.2.1.1.3 respectively), a statement would be added to the posting stating "This facility contains a 90-day area [or TSD facility] in [location(s)]." The URL for the BEP on the PNNL intranet would then be given.

2. *Copy Distribution.* BEPs would continue to be prepared in accordance with PNNL-MA-110. Distribution of hard copies would be made to the Building Emergency Director (BED), to the PNNL Control Room, the PNNL Emergency Preparedness Program office, the DOE-RL Emergency Operations Center (EOC), and as otherwise determined appropriate.
3. *Availability to Emergency Responders.* Immediate BEP availability for North Richland facilities would be assured through the 24 hour, 7 days a week operations of the PNNL Control Room. At least one of the Control Room Technicians will be a first responder to any North Richland Facility event. For Hanford Site facilities, the Hanford Fire Department has access to the PNNL intranet and therefore can obtain current copies of the BEPs for PNNL facilities located there. BEP hard copies would also be available through the Building Managers, BEDs, the Control Room, and/or the RL EOC (including the alternate EOC) in the unlikely event of computer failure.

Please review this summary and provide comments on anything I have missed or recalled incorrectly. Once it is finalized, I will discuss it with the Washington Department of Ecology to see if it will be considered compliant with the underlying RCRA requirements.

~~Distribution: TL Bettendorf, DE Faulk, EL Grohs, JB Schuette~~

"TO MAKE LIFE LAST, PUT SAFETY FIRST"